



## **Title IX Office Annual Report 2023-2024 Academic Year**

*The Vice President for Enrollment and Student Services (VPES) is the Title IX Coordinator with ultimate oversight responsibility for coordinating Marshall B. Ketchum University’s (MBKU) efforts to comply with and carry out its responsibilities under Title IX, including investigations of complaints. The Deputy Coordinator(s) assist the Coordinator in fulfilling MBKU’s Title IX responsibilities. Collectively, these roles are referred to herein as the “Title IX Coordinator.”*

### **Overview of Services**

The Title IX Office plays a central role in ensuring that all MBKU community members have full, equal access to University programs and activities (e.g. admissions, facilities use, academic courses and events, employment opportunities, etc.) regardless of sex, sexual orientation, and/or gender identity. The complete “Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy” is located in the University Student Handbook and Employee Handbook and on our website. This policy includes complaint, investigation, and hearing procedures, the complaint resolution process, and information regarding confidentiality and policy scope/responsibility.

Sex discrimination, gender-based harassment, and sexual misconduct shall not be tolerated in any form at MBKU. Relevant definitions and other information are located within the Student Code of Conduct in the University Student Handbook, as well as in the Employee Handbook. Any member of the MBKU community may contact the Title IX Coordinator to file a complaint or ask any questions. The Title IX Coordinator and team members contact information is as follows:

#### **Marshall B. Ketchum University**

2575 Yorba Linda Blvd.  
Fullerton, CA 92831  
TitleIX@ketchum.edu

Website: <https://www.ketchum.edu/student-life/title-ix>

Reporting form (accessible after login): <https://my.ketchum.edu/ICS/>

Carmen Barnhardt  
Title IX Coordinator  
VP for Enrollment &  
Student Services  
714-449-7423

Wende Holtzen  
Title IX Deputy for  
Employees  
VP for Human Resources  
714-449-7459

Ashley White  
Title IX Investigator  
Director of University  
Student Affairs  
714-449-7414

Any sexual misconduct and/or sex-based harassment/discrimination allegations submitted anonymously through the MBKU Report-A-Concern form are investigated to the extent possible. Anonymous complaints severely limit the University’s ability to take immediate corrective action and prevent recurrence while ensuring fair hearing processes for all alleged victim(s)/perpetrator(s). Complaints of this nature should be made directly to the Title IX Coordinator.

While some complaints are resolved through formal investigation and resolution processes, some complaints may ultimately be resolved through informal resolutions and interim measures. No matter the resolution, complaints require a coordinated response including conducting an initial inquiry, providing advocacy services and support, referring to and following appropriate administrative process(es), and providing relief and resolution.

## Educational Initiatives

Through education and training initiatives, the Title IX Coordinator provided the University community with information, tools, and resources to promote healthy and inclusive interactions between students, faculty, staff, and other community members. We delivered targeted programming to specific, relevant groups including first-year students and their Peer Advisors, and new employees. In addition, we have an online training module that consists of a presentation and materials specifically for distribution to external clinical preceptors.

We maintain a variety of online resources through our Learning Management System, Moodle. Our courses include Employee Compliance Training, New Student Orientation, and the Student Achievement Center. These pages host video presentations, quizzes, and several additional resources for assisting students in distress, campus safety, and Title IX. We also make available a Title IX brochure in high-trafficked areas of campus.

For the 2023-2024 Academic Year, the University required all employees to complete a Title IX refresher course. This online course was completed by over half of our employees.

## Regulatory changes in Title IX

On April 19, 2024, the Department of Education released its final rule, updating the Title IX regulations. The new regulations strengthen protections for students who experience sexual harassment and assault at school, and they help protect LGBTQI+ students from discrimination. Any educational institution or program, both public and private, that receives federal funding must comply with these regulations.

## Sexual Misconduct, Dating or Domestic Violence, and Stalking Complaints for AY 2023-2024

In keeping with national best practices for higher education institutions, the MBKU Title IX Coordinator shall publish a report on Sexual Misconduct<sup>1</sup> incidents annually each fall, for the prior academic year, without disclosing any information that could reveal the identities of the parties involved.

Complaints received in which a student is the Respondent. <sup>2</sup>	0
Complaints received in which an employee is the Respondent.	0
Complaints received in which a preceptor or other third party is the Respondent.	0
Complaints investigated. <sup>3</sup>	0
Complaints resolved without investigation, including a description of the resolution and/or reason for no investigation. <sup>4</sup>	0
Investigations in which the Respondent was held responsible, and some form of action was taken. <sup>5</sup>	0
Investigations in which the preponderance of the evidence standard was not met, therefore the Respondent was not held responsible.	0

---

<sup>1</sup> Refer to the Refer to the “Sexual Misconduct” definition in the University Student and Employee Handbooks.

<sup>2</sup> Alleged perpetrator identified within the complaint.

<sup>3</sup> Investigations may commence in one academic year and be completed in the following academic year. Pending complaints that are resolved during the next academic year are included in the following Annual Report’s statistics.

<sup>4</sup> Investigations were not completed in cases where the Complainant did not pursue an investigation; the matter was resolved through voluntary informal processes; or the use of interim measures resolved the matter to the Complainant and Respondent’s satisfaction.

<sup>5</sup> May include delivering sanctions, removing students from the respective clinical site, no longer sending students to the respective clinical site, removing the site from future health screening locations, reporting the complaint to the Respondent’s supervisor/HR department, and/or reporting the complaint to local authorities.